

Communications and Information

**DISTINGUISHED VISITORS (DVs)**

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This instruction establishes responsibilities and procedures for hosting DVs to the United States Transportation Command (USTRANSCOM). It applies to all Directorates and offices within the Command Support Group (CSG) that host DVs.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974.

**SUMMARY OF REVISIONS:**

Since the majority of this instruction has been revised, asterisks will not be used to identify revised material.

**1. Explanation of DV:**

**1.1.** General/flag officer and civilian equivalent, DV-6 through DV-1 visiting USTRANSCOM. (To convert DV codes 6 through 3 to corresponding general/flag officer stars, subtract DV code from the base number of seven. For example, a major general is a DV-5, subtract 5 from seven = two stars.)

**1.2.** Anyone visiting USTRANSCOM who has been determined by the command section to be of special interest or importance (to include all foreign nationals), regardless of rank or grade.

**2. Explanation of Key Personnel:**

**2.1 Commander, 375th Airlift Wing (375 AW).** The wing commander ensures the 375 AW Command Post (375 AW/CP) will notify the USTRANSCOM Protocol Office (TCCS-P) of any DV arrivals for USTRANSCOM. During duty hours, contact the TCCS-P office (229-4098) or via cell phone roster. During non-duty hours, use the cell phone roster and begin by calling the

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***BY ORDER OF THE DEPUTY COMMANDER***

***COMPLIANCE WITH THIS PUBLICATION IS MANDATORY***

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duty officer (if provided) or the Chief of Protocol. Provide the call sign, estimated time of arrival, and parking spot, if known. Ensure final DV check is passed.

**2.2. Protocol OCR.** A member of the protocol office will be assigned as the OCR for any visit with command section involvement. The OCR will make initial contact with the Project Officer OPR upon assignment to each DV visit.

**2.3. Project Officer OPR.** The Chief of Staff (TCCS) will assign an OPR based on the focus of the visit. The agency (director or Command Support Group (CSG) chief) that extends an invitation or is the functional focus of a visit is usually the OPR. Upon notification of a visit, the OPR will contact the Protocol OCR for initial coordination and a copy of the Visitor Checklist (Atch 1).

### **3. Project Officer OPR Duties:**

**3.1.** Coordinate with the Commander's (TCCC's) scheduler, Deputy Commander's (TCDC's) secretary, and TCCS secretary to tentatively schedule proposed appointments.

**3.2.** Initial SSS (strawman itinerary). After coordinating appointments with TCCC/TCDC/TCCS schedulers, obtain command section approval for the overall visit by coordinating an Initial SSS (sample at Atch 2) through the command section. Provide information copies to all directors (TCJ3 coordination if DDOC tour requested; TCJ5 coordination if briefing support requested) and offices within the CSG that are involved, including the Counterintelligence Staff Office (TCJ2-C) in the event of foreign DVs, and Command Acquisition (TCAQ) when the visit has acquisition, contracting, or marketing aspects. Provide the visitor's full name(s), rank/DV code, title, date, purpose of visit, lodging/transportation requirements, anticipated command section/staff involvement and basic itinerary. The Initial SSS should reach the command section not later than 5 workdays after initial notification of the visit, time permitting. If the visit includes AMC involvement, the AMC Vice Commander (AMC/CV) will appoint a single point of contact (POC). The AMC POC will work with the USTRANSCOM OPR to develop the AMC portion of the itinerary to include coordinating schedules with AMC staff offices, scheduling conference rooms, etc. If a DV visit has no command section involvement, send an information only SSS through TCCS-P to the command section at least 5 days prior to visit. The information only SSS should state who will host the visitor as well as a strawman agenda for the visit (sample at Atch 3).

**3.3.** Additional Coordination requirements. Coordinate foreign visits with TCJ2-C (229-4550) for approval of briefing subjects/slides. Coordinate congressional visits with TCJ5-SL (229-1886). Coordinate contractor's visits with TCAQ, 229-1887. Coordinate DV IT requirements (network, laptop, phone) with Flag Support (229-1001). Coordinate Command Brief (briefing team) requests with TCJ5-SL (229-1886). Coordinate DDOC tour request with TCJ3-SA (229-4909). List TCCS-P as "Coord" on all SSS packages (TCCS-P does not "shotgun coordinate"). **Note: TCCS-P should closely assist itinerary development throughout process.** If AMC is involved, coordinate visit with AMC POC. Provide info copy to AMC Protocol (CCP). (See USTRANSCOMI 33-19 for sample SSS with AMC coordination). **Note: Visits with USTRANSCOM/AMC require extra coordination time.**

**3.4.** Per security classification guidance from OSD-USDI affecting the travel itineraries of general officers and DVs, routine CONUS travel plans are handled as For Official Use Only. When the purpose of the trip is directly influenced by Operations Enduring Freedom, Noble Eagle, or Iraqi Freedom, the travel is classified Confidential. OCONUS GO/DV travel itineraries are classified at least Confidential when the itinerary contains specific information. There are three elements that if connected in the document make the travel plans classified; 1) Identity of the GO/DV, 2) specific itinerary (destinations, specific times, etc.), 3) date(s) of the travel/event.

**3.5.** Develop and coordinate detailed itinerary (Atch 4). List principals, key staff attendees and briefers by name, while identifying other staff members as “Invited USTRANSCOM Staff.” The OPR for a specific briefing will validate briefer name(s) when the proposed itinerary is routed for coordination. Staff attendance at briefings or work sessions should be limited to principals and those specifically invited by the principals to answer questions on visit-related issues.

**3.6.** Final Itinerary. NLT 48 hours prior to DV arrival, send a copy of the final itinerary via e-mail to all personnel involved in the visit including TCCC/TCDC/TCCS executive officers, schedulers, staff members and 868 CS/SCU-DV (Audiovisual), as appropriate. Highlight any changes in e-mail messages (i.e., attendees, locations, dates, and times).

**3.7.** Make arrangements for the following:

**3.7.1.** Command Section Read-Ahead Books. In cases where read-ahead information accompanies a visit package, the project officer must assemble a Read-Ahead Book and deliver it to TCCS-P NLT 48 hours prior to visit. Include an executive summary when multiple documents are required (sample at Atch 5). TCCS-P will insert the Protocol Event Brief (itinerary, bios, seating charts, etc.) as Tab 1 to the Read-Ahead Book, and deliver it to the command section.

**3.7.2.** DV Welcome Books. Prepare DV books for all members of the party, to include itinerary, point papers, read-ahead slides and biographies. Biographies of USTRANSCOM and AMC officers are available on the TCCS-P website or through Public Affairs. Forward advance copies of point papers and read-ahead slides as required. Deliver Welcome Books on arrival.

**3.7.3.** Conference Rooms. Reserve rooms (see checklist at Atch 1 for instructions). Set up/tear down conference rooms when there is no command section participation in the briefings. Ensure adequate number of handouts for all presentations.

**3.7.4.** Badges. Badges are not required in Buildings 1900 or 1961 for visiting general/flag officers or civilian equivalents when escorted by another general/flag officer or civilian equivalent assigned to Scott AFB, or when met by protocol or command section personnel on behalf of a general/flag officer or civilian equivalent. Personnel within a visiting general/flag officer or civilian equivalent’s party are also not required to wear a badge. However, if personnel from within the party need unescorted access, the sponsoring directorate/CSG POC will submit appropriate

clearance information to TCFP IAW USTRANSCOMI 31-5 for Buildings 1900 and 1961. Ensure all USTRANSCOM badges are returned to the appropriate office following the visitor(s) departure.

**3.7.5.** Lodging pre-registration and payments. Coordinate with TCCS-P for pre-registration of large groups. For small groups, pre-register DV at the lodging office on arrival day and provide room keys to the party upon arrival (Check-in time is 1500; check-out time is 1200). Early arrivals and late departures require prior coordination and may incur additional charges. Coordinate payment of lodging bill and money for meals/socials as required. Provide DV with receipts.

**3.8.** Monitor all changes and details of the visit. Update appropriate personnel as required.

#### **4. Protocol OCR Duties:**

**4.1.** Assist with DV administrative procedures and protocol matters. Provide project officers with a DV visitor checklist (Atch 1). Coordinate on all SSSs and itineraries to ensure appropriate courtesies are accorded the DV. Send info copy of final itinerary to 375 AW/CCP on all visits.

**4.2.** Contact the DV's office for key information regarding visit, including dates, arrival/departure times, mode of transportation, number in party, security clearances, dietary restrictions, and local lodging/transportation requirements. Update OPR before Initial SSS submission. Once itinerary is firm, keep DV's office advised of pertinent information, uniform requirements, social plans, etc.

**4.3.** Make arrangements for the following:

**4.3.1.** Flightline arrival/departure. The OCR or an appointed POC will assist the command section with flightline arrivals and departures. They will relay estimated time of arrival, parking spot, and final DV check information to the command section and be available on the flightline to help coordinate protocol issues including DV honors, transportation, photographic support, and any last-minute itinerary changes, as required.

**4.3.2.** Lodging. DVs may be lodged in the Essex House (for reservations, contact AMC Protocol at 229-2555. For base lodging to include the Huyser House and other accommodations, call 256-2045. Full name of visitor, social security number, complete organizational address, purpose of visit, length of stay, and a POC are required for all reservations.

**4.3.3** Baggage Detail. Coordinate baggage detail including transportation and/or storage of DV baggage.

**4.3.4.** Funding Requests/Mementos. Determine if the DV has previously visited USTRANSCOM and the appropriateness of any funding requests/mementos. Initiate paperwork for Special Morale and Welfare (SM&W) or Official Representation Funding (ORF) requests. TCCS-P, Deputy TCCS-P, or TCCS-E approve SM&W funding requests for amounts of \$1,000 or less. SM&W requests for funding over \$1,000 require TCDC, TCDC-E, or TCCC-E approval. Approval

authority for ORF expenditures is granted to TCDC, TCDC-E, or TCCC-E for expenditures not exceeding \$10,000 per event.

**4.3.5.** Ground transportation. Contact Vehicle Dispatch (256-2100) to arrange for staff cars, vans, or buses. Send [Transportation Request Form](#) (pick-up/drop-off points, times) via [e-mail](#) to the Dispatch center.

**4.3.6.** Reserved parking. Ensure reserved parking signs are posted at COB 1 day prior to the event. For reserved parking at building 1900, coordinate with TCCS-P (229-4098). For reserved parking at building 1961, coordinate with TCJ6-EA (229-3032); for building 1600, coordinate with AMC/CCP (229-2555); for building 1700, coordinate with Air Force Communications Agency (AFCA) (256-2577); and for building 1907, coordinate with Global Reach Planning Center (GRPC) (256-4543). Make arrangements to retrieve parking signs, as required.

**4.3.7.** Conference Rooms. Set up/tear down conference rooms. Coordinate coffee breaks, meals, social events, invitations, nametags, seating plans, etc.

**4.3.8.** Event briefs (sample at Atch 6). Prepare event briefs for USTRANSCOM and AMC command section general officers involved in the visit as well as their executive officers NLT 2 days prior to event. Provide TCCS-E a copy of all event briefs. Include the name/title of the DV, date/purpose of visit, arrival/departure information, lodging, command section participation for each general officer involved, dress and menus. The itinerary, biographies and seating charts should be attachments.

## **5. Miscellaneous Information:**

**5.1.** Protocol Helpdesk Website. [https://business.transcom.mil/Tccs\\_P/](https://business.transcom.mil/Tccs_P/) provides features to include biographies, order of precedence, flags, seating charts, checklists and answers to many protocol questions. The website also has examples for visits, ceremonies, and itineraries.

**5.2.** OPRs have full responsibility for visits with no command section involvement. Protocol will act in an advisory capacity when requested.

MARTIN J. WOJTYSIK, Lt Col, USAF  
Chief, Command Protocol

### **Attachments:**

1. Visitor Checklist
2. Sample Initial SSS
3. Sample SSS w/no command section involvement
4. Sample Itinerary
5. Sample Executive Summary
6. Sample Event Brief

## VISITOR CHECKLIST

CHECKLIST FOR VISIT OF \_\_\_\_\_  
DATE OF VISIT \_\_\_\_\_

OPR: \_\_\_\_\_  
Phone #: \_\_\_\_\_

(For additional references go to: [https://business.transcom.mil/tccs\\_p/](https://business.transcom.mil/tccs_p/) )

### OPR RESPONSIBILITIES:

- \_\_\_\_\_ **Verify TCCC, TCDC, TCCS availability:** Coordinate proposed date(s)/ Time(s) with appropriate scheduler/secretary.  
TCCC: contact the scheduler at 229-2477, with follow up email request  
TCDC: contact the secretary at 229-2478, with follow up email request  
TCCS: contact the secretary at 229-4933 or email request to [USTCCS@hq.transcom.mil](mailto:USTCCS@hq.transcom.mil)
- \_\_\_\_\_ **Initial SSS “Strawman”:** due NLT 5 days after notification as OPR.  
See 33-19, 3.2-3.3 for instructions & examples.
- \_\_\_\_\_ **Submit Mil Air Request** as needed
  - \_\_\_\_\_ Notify Protocol of Mil Air schedule
  - \_\_\_\_\_ Mil air info: \_\_\_\_\_
- \_\_\_\_\_ **Reserve Auditorium/Conference Room:**  
Follow [Conference room reservation instructions](#) , then Email to link below:
  - Tunner: [USTC-CR-Tunner](#)
  - CCR: [USTC-CR-CCR](#)
  - Seay: [USTC-CR-Seay](#)
  - All other conference room information at “Additional Information Section” at end of checklist
- \_\_\_\_\_ **Schedule Prebrief / Dress Rehearsal as necessary.** Coordinate with 868 CS/SCU-DV, 229-2033, for audiovisual support when DVs or TCCC/TCDC/TCCS are involved; otherwise, directorate/CSG office that is OPR must furnish support for visit. See USTRANSCOMI 33-7, Command Audiovisual Support, for guidance. Dry run briefings on actual audiovisual equipment to be used during visit.
  - \_\_\_\_\_ Schedule appropriate room for rehearsal.
  - \_\_\_\_\_ Schedule dry run as necessary NLT 48 hours prior to event.
  - \_\_\_\_\_ Coordinate with directorate/ staff attendance. Directors should attend formal dress rehearsals for TCCC/TCDC visits/events. (NOTE: No prebrief required for rehearsal)
- \_\_\_\_\_ **Coordinate with Speechwriter:** If command section general officer is giving welcome remarks, contact TCPA, 229-4828, for guidance.
- \_\_\_\_\_ **Coordinated Audiovisual Requirements:** See USTRANSCOMI 33-7, Command Audiovisual Support, for guidance
  - \_\_\_\_\_ Test briefings prior to event
  - \_\_\_\_\_ Ensure briefers know how to use all equipment
  - \_\_\_\_\_ Ensure slides are prepared in Power Point format and check for accuracy, readability and overall quality of briefing slides.

## Attachment 1

\_\_\_\_ **Badges:** Badges are not required for individuals or groups is escorted by a flag officer assigned to Scott AFB or if met by protocol or command section personnel on behalf of a flag officer

\_\_\_\_ **Point Papers:** When tasking point papers, request standardized format—provide example with tasking. Collect point papers and ensure executive appearance (suitable for command section) Include point papers with Read-Ahead books.

\_\_\_\_ **Read-Ahead Books for TCCC/TCDC/TCCS:** Prepare read-ahead books NLT 2 duty days prior to visit. Include point papers and copies of read-ahead slides supporting visit. Protocol will provide the Tab 1, Protocol Event Brief, to EXSUM in the visit book. (See USTRANSCOMI 33-19, para 3.7.1, for more detail).

### \_\_\_\_ **Lodging/Expenses**

- \_\_\_\_ Pre-register/check out guests on arrival/departure. Obtain duplicate keys, as appropriate.
- \_\_\_\_ Inspect room (air conditioner/heat, etc.). More extensive checklist available in Protocol.
- \_\_\_\_ Welcome letter/card placed in room, as appropriate.
- \_\_\_\_ Arrange lodging payment and money for meals/socials. Provide visitors with receipts

### \_\_\_\_ **Flightline Arrivals/Departures**

- \_\_\_\_ Determine who will greet and farewell at flightline
- \_\_\_\_ Coordinate arrivals/departures with TCCS-P. If no command section involvement, coordinate with 375 AW/CCP (256-3749)

## **DAY PRIOR/ DAY OFF EVENT:**

### **Conference Room Set-up/Briefing Support**

- \_\_\_\_ Check conference room temperature for comfort
- \_\_\_\_ Task someone with announcing TCCC/TCDC/TCCS and DV party upon entrance
- \_\_\_\_ Task someone with raising and lowering lights as required during briefings
- \_\_\_\_ Task someone with overseeing facility during breaks (especially important when classified material used). Inform protocol of breaks, so refreshments are refilled.
- \_\_\_\_ Confirm attendees, pass list to protocol for set-up requirements (i.e. name tags/seating)
- \_\_\_\_ Ensure audiovisual support is working (contact AV Support at 229-2033 for assistance).
- \_\_\_\_ Ensure briefers are notified of briefing time/place and audience/uniform requirements.
- \_\_\_\_ Ensure briefing attendees are notified. Call attendees to reconfirm 24 hours prior, even if written notification was sent. Advise attendees of changes in times and location.
- \_\_\_\_ Ensure red phones enabled, as applicable. Contact conference room owner for assistance

## PROTOCOL OCR RESPONSIBILITIES:

CHECKLIST FOR VISIT OF: \_\_\_\_\_ OPR: \_\_\_\_\_ Phone: \_\_\_\_\_

### Initial Contact With Visitor's Office

- \_\_\_\_\_ Full name \_\_\_\_\_ SSAN \_\_\_\_\_
- \_\_\_\_\_ Duty title \_\_\_\_\_ DV code \_\_\_\_\_
- \_\_\_\_\_ DOR \_\_\_\_\_
- \_\_\_\_\_ Go By Names of visitors and spouses; \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
- \_\_\_\_\_ Biographies.
- \_\_\_\_\_ Verify security clearance.
- \_\_\_\_\_ Dietary restrictions or preferences.
- \_\_\_\_\_ Arrival information \_\_\_\_\_
- \_\_\_\_\_ Departure information \_\_\_\_\_
- \_\_\_\_\_ Special requirements (ie., use of Fitness Center facilities)
- \_\_\_\_\_ Uniform/clothing requirements.
- \_\_\_\_\_ Lodging reservations. \_\_\_\_\_ (Call 229-2555 for Essex House reservations and 256-2045 for the Scott Inn and Huyser House (block room day prior/after to allow for early arrival/late departure—Essex House only).

### Official Representation Fund Paperwork, as appropriate: Snacks and Meals

- \_\_\_\_\_ Paperwork coordinated with fund custodian prior to submission for signature. Copies of all transactions to fund custodian (before and after event).
- \_\_\_\_\_ All requests must be approved in advance by TCDC-E, TCCC-E, TCDC, or TCCC.

### Special Morale & Welfare (SM&W) Paperwork

- \_\_\_\_\_ Submit [AF Form 37](#) to J8-B NLT 5 days prior to event for approval (For fund amounts and restrictions see: [AFI 34-201](#))

### Office Call Setup/Tear down

- \_\_\_\_\_ # to attend office call
- \_\_\_\_\_ Location \_\_\_\_\_
- \_\_\_\_\_ Water \_\_\_\_\_ Yes \_\_\_\_\_ No
- \_\_\_\_\_ Water Pitcher \_\_\_\_\_ Yes \_\_\_\_\_ No
- \_\_\_\_\_ Coffee \_\_\_\_\_ Yes \_\_\_\_\_ No (& Cups, saucers, spoons, cream/sugars)

### Conference Room Setup/Tear Down

- \_\_\_\_\_ Schedule detail, as necessary.
- \_\_\_\_\_ Refreshments.
- \_\_\_\_\_ Seating chart (to include execs/aides, as appropriate).
- \_\_\_\_\_ Pads, pencils.
- \_\_\_\_\_ Name plates.

### Event Brief for: \_\_\_\_\_ TCCC, \_\_\_\_\_ TCDC, \_\_\_\_\_ TCCS, + respective Executive officer

- \_\_\_\_\_ Event Brief submitted to the command section NLT (2) days prior to the event
- \_\_\_\_\_ Sequence of Events
- \_\_\_\_\_ Biography on 3x5 cards
- \_\_\_\_\_ Copy of award and award citation
- \_\_\_\_\_ Oath on 3x5 cards (if promotion ceremony)
- \_\_\_\_\_ CC to Dave Patterson, Public Affairs, and Tom Wengert

\_\_\_\_\_ **Flight Line Arrivals/Departures**

- \_\_\_\_\_ Coordinate with Scott Base Operations (256-1861).
- \_\_\_\_\_ Obtain parking spot number (Maintenance Control, 256-2331).
- \_\_\_\_\_ Call ATOC (256-2518) to ensure stairs available for C-5, KC-10, C-22, P-3, etc.
- \_\_\_\_\_ Track DV arrivals. Ensure aircraft has enough ground time for needed requirements.
- \_\_\_\_\_ Inform Command Section and appropriate staff of any changes.
- \_\_\_\_\_ Honor cordon/Color Guard, as required.
- \_\_\_\_\_ Passenger manifest to ATOC, if required.
- \_\_\_\_\_ Crew arrangements, as necessary.
- \_\_\_\_\_ Coins at flight line for TCCC to present

\_\_\_\_\_ **In-Flight Meals (256-5216)**

- \_\_\_\_\_ Order at least a week in advance, if possible.
- \_\_\_\_\_ Advance payment (pay on day needed)/get receipt (prices change on quarterly basis).
- \_\_\_\_\_ Coordinate with Passenger Terminal (256-2331) for delivery of meals to aircraft.

\_\_\_\_\_ **DV Transportation (256-2100)**

- \_\_\_\_\_ Reserve appropriate transportation; i.e., coaches, DV vans, U-drives, via e-mail to [DISPATCH@scott.af.mil](mailto:DISPATCH@scott.af.mil)
- \_\_\_\_\_ Inform DV Trans of star plate requirements for vehicles.
- \_\_\_\_\_ Give DV Trans specific pick-up/drop-off points and times when itinerary is finalized.
- \_\_\_\_\_ Ensure all U-drive vehicles are fully operational: emergency equipment available, heater/air conditioner working, safety equipment in trunk, and clean interior/exterior.

\_\_\_\_\_ **Baggage Detail**

- \_\_\_\_\_ Schedule detail through TCJ1-F (229-7619).
- \_\_\_\_\_ Arrange for baggage vehicle and storage of bags.
- \_\_\_\_\_ Have detail supervisor coordinate with Pax Terminal and DV Transportation.
- \_\_\_\_\_ Schedule meeting with baggage detail, as required. Date/Time \_\_\_\_\_

\_\_\_\_\_ **Media Coverage (TCPA, 229-4828)**

- \_\_\_\_\_ Ck with TCPA to determine criteria for media coverage.
- \_\_\_\_\_ TCPA to seek TCCC/TCDC approval for media coverage as well as approval from DV.
- \_\_\_\_\_ TCPA to provide TCCC/TCDC/DV questions to be asked by media at least 2 duty days prior to visit (info copies to be provided to OPR and Protocol).

\_\_\_\_\_ **Photographer (256-5507) (Instructions see Additional Info Section)**

- \_\_\_\_\_ Determine criteria for photographic coverage.
- \_\_\_\_\_ Complete [AF Form 833](#). Email to [375CSSCV VIService](#).
- \_\_\_\_\_ Determine where photographs will be taken—ensure built into itinerary.
- \_\_\_\_\_ Determine if photographs required as departing memento; place in photo folder.

\_\_\_\_\_ **POV Arrivals**

- \_\_\_\_\_ Notify appropriate Security Police Gate Guard at:  
**Shiloh/O'Fallon Gate** (256-2008), **Belleville Gate** (256-2631).
- \_\_\_\_\_ DV event Pass: Security Police must authenticate Pass's prior to visit.
- \_\_\_\_\_ Send Entry Authorization Letter (EAL) with names of expected guests to Security Police for distribution at base gates. Security Police, 256-3674.

## Attachment 1

### **Reserved Parking**, contact the following

- \_\_\_\_\_ Bldg 1900 Front, TCCS-P (229-4098)
- \_\_\_\_\_ Bldg 1900 Rear, TCCS-FM (229-3224)
- \_\_\_\_\_ Bldg 1961, TCJ6 (229-3032).
- \_\_\_\_\_ Bldg 1600, AMC/CCP (229-2555).
- \_\_\_\_\_ Bldg 1700, AFCA (256-2507).

### **Security**

- \_\_\_\_\_ Coordinate with 375 AW Security Forces, as required
- \_\_\_\_\_ Arrange for Traffic Control Points as necessary
- \_\_\_\_\_ Arrange for opening of force protection gates (SECDEF, CJCS level)

### **Welcome Signs**

- \_\_\_\_\_ Coordinate with Base Ops for welcome sign at flight line. (256-1861)
- \_\_\_\_\_ Post welcome sign in Bldg 1900 lobby.

### **Scheduled Meals & Meals at TCCC's Quarters\***

- \_\_\_\_\_ Date/time/location/host/number of people
- \_\_\_\_\_ Dress
- \_\_\_\_\_ Menu/Cost
- \_\_\_\_\_ Contact TCPA (229-4828) if remarks to be given by Command Section general officer
- \_\_\_\_\_ Fund requests (appropriated/nonappropriated), as applicable
- \_\_\_\_\_ Sign party sheet at The Scott Club
- \_\_\_\_\_ Linen selection
- \_\_\_\_\_ Table decorations
- \_\_\_\_\_ Flags, if applicable
- \_\_\_\_\_ Podium
- \_\_\_\_\_ Table numbers on easel
- \_\_\_\_\_ Seating chart on easel\*
- \_\_\_\_\_ Menu cards\*
- \_\_\_\_\_ Name tags/Place cards/YASAs\*
- \_\_\_\_\_ Coins available for TCCC if off-base function
- \_\_\_\_\_ No lengthy presentations or invocations
- \_\_\_\_\_ Coat check arrangements, as appropriate\*
- \_\_\_\_\_ Coordinate master of ceremonies, invocation, and program, as required
- \_\_\_\_\_ Letter for AMC Band Support\*
- \_\_\_\_\_ Payment for function
- \_\_\_\_\_ Invitations as required\*

## **Additional Information Section:**

### **Additional Conference room reservation information:**

#### **Building 1900:**

- Land Conference Room (capacity 28): email at USTC-CR-LAND
- VTC (capacity 20): Call TCJ6-OMV at 229-2033

#### **Building 1907:**

- Global Reach Planning Center (GRPC): (capacity MCR- 153, Seminar Rms 1&2 - 29, meeting Rms 1,2,3 – 24): Call HQ AMC/DSG 256-4543

#### **Building 1961:**

- Halvorsen Conference Room (capacity 33): Call TCJ6 229-1366
- McCutcheon Auditorium (capacity 160): Call TCJ6 229-3882

#### **Building 1600:**

- AMC Main Conference Room (capacity 120): Call AMC/CCES 229-3536
- Commanders Conference Room (capacity 20): Call AMC/CCES 229-3536

#### **Building 1700:**

- AFCA Main Conference Room (capacity 110): Call AFCA/CVE 229-6573
- AFCA Farman Conference Room (capacity 50): Call AFCA/CVE 229-6573

### **Photography Request Instructions:**

#### **Photo lab request, AF Form 833 instructions**

Only fill in the following sections

- Date Required: (Enter Date you want to pick up finished product. Typically 1 week after event)
- Name of Requester: Last, First
- Grade
- Telephone number
- Organization: USTRANSCOM
- Office Symbol
- Support required
- Function supported: Internal Info
- Description and Special Instructions: Date/Time, Location, time you want photographer to arrive, Specific shots, # prints, For Promotion include: DOR, For Retirement include: Dates of service
- Purpose and Justification: TCCC, TCDC, TCCS will be hosting XXXX ceremony, on 01JanXX. Pictures will be used of USTRANSCOM newspaper and presentation.

# STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE (Surname) GRADE & DATE		TO	ACTION	SIGNATURE (Surname) GRADE & DATE
1	TCJ1 TCJ2	Info Coord			TCPA AMC POC	Info Coord	
2	TCJ2-C TCJ3	Info Coord			TCCS-P	Coord	
3	TCJ6 TCJ8	Info Info			TCCS	Coord	
4	TCFP TCSG	Info Info			TCDC	Coord	
5	TCJA TCRC	Info Info			TCCC	Approve	

SURNAME AND GRADE OF ACTION OFFICER	OFFICE SYMBOL	PHONE	TYPIST'S INITIALS	
Kathleen M. Sneider, GS-13	TCJ5-PT	229-4506	kms	<b>CJS302549</b>

SUBJECT	DATE
Strawman Itinerary for the Visit to USTRANSCOM by Sir John E. Doe, 21-22 Oct 03	

SUMMARY			
1. The purpose of this staff summary sheet is to request TCCC approval of strawman itinerary for the visit of Sir John E. Doe, Vice Director Defense Staff, United Kingdom and Lady Doe. General Pace, VCJCS requested visit to provide Maj Gen Doe an opportunity to renew and strengthen relationship between the United Kingdom and the US Combatant Commands. Maj Gen Doe has requested a scene setter and overview of the Commands and a round table discussion on US and UK combined efforts during OIF and in the future.			
2. Sir Doe and Lady Doe will arrive Scott flightline on Day 1 at~ 1425. Billeting has been arranged at Essex House for Sir Doe and Lady Doe as well as their staff. Departure is scheduled for Day 2 ~ 0730.			
3. The following is STRAWMAN itinerary for the visit:			
<b>21 Oct 03</b>			
<b>TIME</b>	<b>EVENT</b>	<b>LOCATION</b>	<b>REMARKS</b>
~1425	Sir Doe and party arrives	Flightline	Greeted by TCCC Yes___ No___ TCDC Yes___ No___
Spouses depart on separate itinerary, hosted by Mrs. Handy Yes___ No___ Mrs. Hughey Yes___ No___			
~1445	Office call with TCCC	TCCC Office	Yes___ No___
~1500	JMOC Tour/JOIC update	JMOC	Escorted by TCCC Yes___ No___
~1600	Round Table Discussion Joint Operations	CCR	Yes___ No___
	Approve Participants (TCCC, TCDC, AMC/CV, TACC/CC, TCJ3, TCJ5, TCJ5-D, TCJ2)		
~1700	Sir Doe transported to Essex House		Escorted by TCCC Yes___ No___
~1800	Depart for Dinner		
~1830	Dinner with spouses	King Louie's Yes___ No___ Essex House Yes___ No___	
	Approve Attendees (TCCC, TCDC, AMC/CV & spouses)		Yes___ No___
<b>22 Oct 03</b>			
0630	Sir Doe & party breakfast at leisure	Essex House	Yes___ No___ Hosted by TCCC Yes___ No___
0730	Sir Doe and Lady Doe depart Scott	Flightline	Farewelled by TCCC Yes___ No___ TCDC Yes___ No___

4. RECOMMENDATION. TCCC approve strawman itinerary.			
2 Tabs			
1. Sir Doe's Bio			
2. Tasker			
C. C. AMES			
Rear Admiral, USN			
Director, Strategy, Plans,			
Policy, and Programs			
SAMPLE			
STRAWMAN AF FORM 1768			
<del>AF FORM 1768, SEP 84 (EF)</del> PREVIOUS EDITION WILL BE USED			

## STAFF SUMMARY SHEET

	TO	ACTION	SIGNATURE <i>(Surname)</i> GRADE & DATE		TO	ACTION	SIGNATURE <i>(Surname)</i> GRADE & DATE
1	TCJ1	Info			TCDC	Info	
2	TCJ2	Info			TCCC	Info	
3	TCJ5	Info					
4	TCCS-P	Info					
5	TCCS	Info					

SURNAME AND GRADE OF ACTION OFFICER	OFFICE SYMBOL	PHONE	TYPIST'S INITIALS	
Lt Col Jones	TCJ8-P	229-xxxx	kms	

SUBJECT	DATE
Visit of Mr. John Doe, 7 Mar 00	11 Feb 00

SUMMARY

1. Mr. John E. Doe, Director, Force Structure, Resources, and Assessment, Joint Staff, will visit USTRANSCOM on 7 March 2000. He will be accompanied by Col Phillip W. Spiker, CINC Liaison Office (J8-JA10). The party will arrive in St. Louis via commercial air on 6 March at 1600. We anticipate Mr. Doe will stay with his parents in St. Louis the night of 6 March; Col Spiker has quarters on base that evening. Mr. Doe will depart the base via rental vehicle approx 1300 on 7 March for a commercial flight departing from St. Louis.

2. Mr. Doe is in a "listen mode" for this visit. He is prepared to discuss the JROC's expanded role, the Joint Warfighting Capability Assessments process, and the FY01 President's Budget. Purpose of the visit is to get USTRANSCOM's views, perspectives, and positions on those joint issues that are in his area of responsibility.

3. Anticipated Command Section participation on 7 March: None

4. Mr. Doe will be hosted by Mr. Coleman. Strawman itinerary follows:

0845 Arrival  
0900-0920 Office call with TCJ8  
0920-0940 Command Presentation  
0940-1000 MCC Tour/Brief  
1000-1200 USTRANSCOM Briefings  
1200-1300 Lunch, The Scott Club  
1300 Departure

An expanded itinerary will be forwarded upon completion. Biography of Mr. Doe is at Tab 1.

5. RECOMMENDATION: TCCC approve visit.

ARTHUR J. COLEMAN, JR.  
Director, Program Analysis  
And Financial Management

1 Tab  
Biography

SAMPLE

INITIAL AF FORM 1768 W/NO COMMAND SECTION INVOLVEMENT

**FOR OFFICIAL USE ONLY**

**ITINERARY**

**FOR THE VISIT OF**

**SIR JOHN E. DOE (DV-2)  
VICE CHIEF OF THE DEFENCE STAFF  
UNITED KINGDOM**

**21-22 OCTOBER 2003**

**21 OCTOBER**

- |                |  |                             |
|----------------|--|-----------------------------|
| 1. <b>1415</b> | Arrive Scott AFB Flightline via C-9 from Offutt AFB<br>Met by: Gen <b>JOHN</b> and Mrs. <b>MICKEY</b> Handy, TCCC and<br>Col <b>MARK</b> Sime, 375 AW/CV | TCCC<br>375 AW/CV<br>TCCS-P |
|----------------|--|-----------------------------|

Sir **JOHN** Doe  
Lady Doe  
CAPT **MARK** Darlington, Royal Navy  
CAPT **DAVID** Wirt, USN DATT to London  
SQ LDR **TINA** Quigley, Royal Air Force  
Mr. E. **ALLEN** Shepard, VCJCS Executive Agent  
Ms. **CECI** Dyett, Liaison, VCJCS  
Mr. **JAMES** Harris, Special Agent, NCIS

**NOTES:**

- 1. Gen Handy will pick up Mrs. Handy at quarters and proceed to flightline via TCCC sedan.**
- 2. Base photographer will provide photo coverage of arrival at flightline, arrival at USTRANSCOM, and the JMOC tour.**
- 3. Baggage detail will offload luggage and deliver to Essex House.**
- 4. DV survey will be available at 1345 to transport Ms. Sneider and Ms. Sandheinrich to flightline for arrival.**

- |                |   |        |
|----------------|---|--------|
| 2. <b>1420</b> | Depart Flightline en route to USTRANSCOM, Bldg 1900 | TCCS-P |
|----------------|---|--------|

**TCCC Sedan**

Sir Doe  
Gen Handy

**DV Survey**

CAPT Darlington  
CAPT Wirt  
Special Agent **BOOKER** Bland  
Mr. Harris  
Mr. Shepard  
Ms. **KATHY** Sneider (Visit OPR)

SAMPLE ITINERARY

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**NOTE: Spouses depart on separate itinerary.**

3. **1430** Arrive USTRANSCOM; met by Protocol and escorted to TCCC Office **TCCS-P**

Sir Doe  
Gen Handy

**NOTES:**

- 1. Joint Service Color Guard will man doors for arrival/ departure at Bldg 1900.**
- 2. Remainder of party will be escorted to Tunner Conference Room via stairs by Ms. Sneider.**

4. **1440** Office Call with Gen Handy **TCCC**

Sir Doe Gen Handy

**NOTE: After office call Protocol will escort Sir Doe and Gen Handy to 2<sup>nd</sup> floor via elevator.**

5. **1500** Arrive TCJ3 Area **TCJ3  
TCCS-P**

Sir Doe Gen Handy  
CAPT Darlington Ms. Sneider  
CAPT Wirt  
Mr. Shepard  
Mr. Harris

**NOTE: MG BOB Dail will greet Sir Doe and Gen Handy at 2<sup>nd</sup> floor elevator and escort to JMOC area.**

6. **1505** Joint Mobility Operations Center (unclassified) **TCJ3**  
Air/Surface Cell

Sir Doe Gen Handy  
CAPT Darlington MG Dail  
CAPT Wirt Mr. **FREDERIC** Maerkle  
Mr. Shepard Col **GLEN** Joerger (Briefer)  
Mr. Harris Ms. Sneider

7. **1525** TransVis (unclassified) **TCJ3**  
Technology/Collaboration Tools

SAMPLE ITINERARY

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**FOR OFFICIAL USE ONLY**

Sir Doe  
CAPT Darlington  
CAPT Wirt  
Mr. Shepard  
Mr. Harris

Gen Handy  
MG Dail  
Mr. Maerkle  
Col Joerger  
Mr. **KEITH** Seaman (Briefer)  
Maj **DEO** Lachman (Briefer)  
Mr. **TOM** Black (Briefer)  
Ms. Sneider

8. **1545**      Global Patient Movement Requirements Center      **TCSG**

Sir Doe  
CAPT Darlington  
CAPT Wirt  
Mr. Shepard  
Mr. Harris

Gen Handy  
MG Dail  
Mr. Maerkle  
Col Joerger  
CAPT **BOB** Miller  
Mr. **MARK** Mahar (Briefer)  
Ms. Sneider

9. **1555**      Joint Operations Integration Cell (JOIC)      **TCJ2**

Sir Doe  
CAPT Darlington  
CAPT Wirt  
Mr. Shepard  
Mr. Harris

Gen Handy  
MG Dail  
Mr. Maerkle  
Col Joerger  
CAPT **DAVE** Cooney  
Lt Col **ANNE** Pinc (Briefer)  
Ms. Sneider

10. **1605**      Escorted to CCR      **TCJ5-PT**

11. **1610**      Roundtable Discussions      **TCJ5-PT**

Sir Doe  
CAPT Darlington  
CAPT Wirt  
Mr. Shepard  
Mr. Harris

Gen Handy  
Lt Gen Baker  
Maj Gen Essex  
MG Dail  
Mr. Maerkle  
Brig Gen Selva  
Mrs. Leclair  
CAPT Cooney  
Ms. Sneider

SAMPLE ITINERARY

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12. **1705** Depart Bldg 1900 en route to Essex House **TCCS-P**

**TCCC Sedan**

Sir Doe  
Gen Handy

**DV Surrey**

CAPT Darlington  
CAPT Wirt  
Mr. Shepard  
Mr. Harris  
Ms. Sneider

13. **1715** Arrive Essex House, at leisure **TCCS-P**

14. **1800** Depart for Dinner **TCCS-P**  
**DRESS: Coat and Tie**

**DV Surrey**

ACM & Lady Doe  
Gen & Mrs. Handy  
Lt Gen **JOHN** & Mrs. **JUDI** Baker  
MG **BOB** & Mrs. **ANNE** Dail  
Mr. Harris  
SA Bland

**NOTES:**

- 1. Gen and Mrs. Handy, Lt Gen and Mrs. Baker, and MG and Mrs. Dail will arrive Essex House via own transportation.**
- 2. Mrs. Leclair will host remainder of visitors at Andria's Restaurant for dinner. DV Surrey will depart Essex House at 1830.**

15. **1840** Arrive King Louie's Restaurant **TCCS-P**

16. **1845** Dinner, King Louie's Restaurant, St. Louis **TCCS-P**

ACM & Lady Doe

Gen & Mrs. Handy  
Lt Gen & Mrs. Baker  
MG & Mrs. Dail

**MENU: Selection of Entrees**

SAMPLE ITINERARY

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17. **2045** Depart for Quarters **TCCS-P**

**DV Surrey**

ACM & Lady Doe  
Gen & Mrs. Handy  
Lt Gen & Mrs. Baker  
MG & Mrs. Dail  
Mr. Harris  
SA Bland

**NOTE: Gen and Mrs. Handy, Lt Gen and Mrs. Baker, and MG and Mrs. Dail will depart Essex House via own transportation**

**DAY 2**

1. **0700** Breakfast at Essex House

Sir Doe and Lady Doe  
Gen & Mrs. Handy

**MENU: Continental Breakfast (order off menu)**

**NOTES:**

- 1. Remainder of visitors will dine in the Regency Room and order off the menu.**
- 2. Please leave luggage inside Suites by door. Baggage detail will pick up luggage at 0700 and take to flightline for loading on aircraft.**
- 3. Please use express checkout envelopes provided in room prior to departure and leave keys in room.**

2. **0745** Depart Essex House en route to Flightline **TCCS-P**

**TCCC Sedan**

Gen and Mrs. Handy  
Sir Doe and Lady Doe  
SQ LDR Quigley

**DV Surrey**

CAPT Darlington  
CAPT Wirt  
Mr. Shepard  
Ms. Dyett  
Mr. Harris  
Ms. Sneider

3. **0750** Arrive Scott AFB Flightline **TCCS-P**

SAMPLE ITINERARY

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4. **0800** Depart Scott for Andrews AFB via C-9  
Farewelled by Gen and Mrs. Handy and Col Sime

**TCCC  
375 AW/CV  
TCCS-P**

Sir Doe  
Lady Doe  
CAPT Darlington  
CAPT Wirt  
SQ LDR Quigley  
Ms Dyett  
Mr. Shepard  
Mr. Harris

**NOTE: Gen Handy will transport Mrs. Handy back to quarters.**

**MISCELLANEOUS:**

1. OPR for the visit is Ms. Kathy Sneider, TCJ5, 229-4506 or DSN 779-4506. Protocol POC for the visit is Ms. Joni Wilken, duty phone 229-4098 or DSN 779-4098 (cell (618) 779-4330).
2. Uniform of the Day for all participants.
3. Quarters arrangements at the Essex House are as follows:

ACM and Lady Doe –Suite A  
Mr. Harris – Suite B  
CAPT Wirt – Suite 1  
CAPT Darlington – Suite 2  
SQ LDR Quigley – Suite 6  
Mr. Shepard – Suite 4  
Ms. Dyett – Suite 5

4. U-drive sedan will be prepositioned at Essex House for DV party's use.
5. Memento: Per Sir Doe request, no memento exchanges will take place at travel locations.

**SAMPLE ITINERARY**

**FOR OFFICIAL USE ONLY**

**EXECUTIVE SUMMARY**  
**Visit by the Vice Chief, Defence Staff, United Kingdom**  
**Air Chief Marshall Sir Anthony Bagnall and Lady Pamela Bagnall**

<b>Location:</b>	USTRANSCOM																		
<b>Key Leaders ACM Bagnall will meet</b>	TCCC, AMC/CV, TACC/CC, TCJ5(acting), TCJ3, TCJ2																		
<b>Purpose of Visit</b>	Visit to provide ACM Bagnall an opportunity for an office call with TCCC, JMOC tour, and a round table discussion focusing on joint US/UK cooperation and multinational logistics lessons learned in Iraq.																		
<b>Issues</b>	<ul style="list-style-type: none"> <li>• Joint Intelligence Sharing US/UK</li> <li>• Multinational Logistics Lessons Learned in Iraq</li> <li>• Special Operations Loading Ramps (SOLR)</li> <li>• UK C-17 Program</li> <li>• US/UK C-17 Aircraft Maintenance Training</li> <li>• USAF-RAF C-17 Stan Eval Conference</li> <li>• LONGLINK 2003</li> <li>• US/UK Relations in Oman</li> <li>• RAF C-130J</li> <li>• Commercial Application of Military Airlift Aircraft (CAMAA)</li> </ul>																		
<b>Supporting Documents</b>	<table> <tr> <td>Protocol Event Brief</td><td>Tab 1</td></tr> <tr> <td>Special Operations Loading Ramps (SOLR)</td><td>2</td></tr> <tr> <td>UK C-17 Program</td><td>3</td></tr> <tr> <td>US/UK C-17 Aircraft Maintenance Training</td><td>4</td></tr> <tr> <td>USAF-RAF C-17 Stan Eval Conference</td><td>5</td></tr> <tr> <td>LONGLINK 2003</td><td>6</td></tr> <tr> <td>US/UK Relations in Oman</td><td>7</td></tr> <tr> <td>RAF C-130J</td><td>8</td></tr> <tr> <td>Commercial Application of Military Airlift Aircraft (CAMAA)</td><td>9</td></tr> </table>	Protocol Event Brief	Tab 1	Special Operations Loading Ramps (SOLR)	2	UK C-17 Program	3	US/UK C-17 Aircraft Maintenance Training	4	USAF-RAF C-17 Stan Eval Conference	5	LONGLINK 2003	6	US/UK Relations in Oman	7	RAF C-130J	8	Commercial Application of Military Airlift Aircraft (CAMAA)	9
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<b>Contact Info</b>	Ms. Kathleen Sneider, TCJ5-PT, 229-4506, Kathleen.sneider@hq.transcom.mil.																		
<b>Director</b>																			
<b>Approval/Date</b>	RDML C.C. AMES, TCJ5																		

SAMPLE

EXECUTIVE SUMMARY

## **EVENT BRIEF FOR THE VISIT OF**

### **AIR CHIEF MARSHALL SIR JOHN DOE (DV-2) VICE CHIEF, DEFENCE STAFF, UNITED KINGDOM**

1. ACM Sir John Doe, Vice Chief, Defence Staff, United Kingdom, will visit USTRANSCOM to renew and strengthen relationships between the United Kingdom and the US Combatant Commands. ACM Doe requested a scene-setter and overview of the Command and a round table discussion on US and UK combined efforts during OIF and in the future. Lady Doe will accompany ACM Doe and will be on separate itinerary. They will arrive Scott AFB flightline at 1415 via C-9 and will depart via same at 0800 the following morning..

2. **Command Section involvement consists of:**

**Day 1**

<b>1415</b>	<b>Gen &amp; Mrs. Handy greet at flightline</b>
<b>1440-1500</b>	<b>Gen Handy host office call</b>
<b>1505-1606</b>	<b>Gen Handy attend JMOC tour</b>
<b>1610-1705</b>	<b>Gen Handy host Roundtable Discussions in CCR</b>
<b>1705</b>	<b>Gen Handy drive ACM Doe to Essex House</b>
<b>1800</b>	<b>Gen &amp; Mrs. Handy at Essex House for departure to dinner</b>
<b>1845-2045</b>	<b>Gen &amp; Mrs. Handy host dinner at King Louie's</b>

**Day 2**

<b>0700-0745</b>	<b>Gen and Mrs. Handy host breakfast at Essex House</b>
<b>0750</b>	<b>Gen and Mrs. Handy escort AMC Doe and Lady Doe to flightline</b>
<b>0800</b>	<b>Gen and Mrs. Handy farewell AMC Doe and Lady Doe at flightline</b>

**DRESS: Uniform of the Day.**

**DINNER MENU: Selected Entrees**

**DRESS FOR DINNER: Coat and Tie**

2. For your information, I've attached an itinerary and biography on ACM Doe and the itinerary for Lady Doe. OPR for the visit is Ms. Kathy Sneider, TCJ5-PT, 229-4506. The Protocol POC for this visit is Ms. Joni Wilken, she can be reached at 229-4098.

MARTIN J. WOJTYSIK, Lt Col, USAF  
Chief, Command Protocol

**Attachments**

1. ACM Doe Itinerary
2. Biography
3. Lady Doe Itinerary

SAMPLE

EVENT BRIEF